

Human Resource Letter No. 11-11
Building Emergency Manual
April 15, 2011

In an effort to ensure the safety of its tenants, CBRE has created a Building Emergency Manual. I have attached the manual for you to familiarize yourself with the procedures for evacuating the building, hazardous weather, reporting a bomb threat and reporting a civil disturbance. Printed copies of the manual will be available within each department, the reception desk and each hearing room.

Below are a few items to remember in the event of an evacuation or fire drill:

- Everyone **MUST** exit the building, this includes employee and visitors
- Leave your office door open and walk calmly to the closest stairwell
- Take the stairs to the basement level and follow the exit signs
- If you are physically unable to descend the stairs, please wait in the stairwell by the door and someone will assist you
- Stay to the right of the stairwell while exiting to allow for emergency personnel to use the interior of the stairwell
- Our assembly area will be in the far southwest corner of the back parking lot
- Once at the assembly area, notify your department director you are present and await further instruction

Should you have any questions, please feel free to contact me.

Attachments: [1333 Main Emergency Manual Updated 03-2011](#)
[Exit diagram](#)

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